

# Always On Time Consulting

## Safety and Security Plan

This is the written Safety and Security Plan for ALWAYS ON TIME CONSULTING, INC. (hereinafter sometimes referred to as “We”, “Us”, “Our”, or “Cannabis Business”). This plan addresses and meets the requirements of *Chapter 6, Article 14 of the City of Hayward Municipal Code, the Medicinal and Adult-Use Cannabis Regulation and Safety Act (MAUCRSA), California Code of Regulations Title 3, Division 8, Chapter 1; Title 16, Division 42; and Title 17, Division 1, Chapter 13*, and any other state and local laws as applicable.

### INTRODUCTION

We understand that security is of paramount importance. We are keenly aware of the added security challenges that an operation of this nature faces, and we have taken extensive measures to have professionally vetted policies, procedures, and systems in place to provide comprehensive protection, not only for our physical inventory, but also for our employees and the surrounding public. Our security will meet or exceed the requirements of the City of Hayward and the State of California. The security and safety of the Cannabis Business’ staff, administration and surrounding public, is crucial to the operational goal of distributing cannabis in a safe manner.

Our Safety and Security Plan is divided into two components: Operational Security and Facility Security. The preventive measures adopted in these components will minimize our security exposure; protect the public, and our staff. We also are confident that, should there be any breach of security, our comprehensive response capabilities will ensure the incident is quickly detected, contained, and resolved at the appropriate response level.

### OPERATIONAL SECURITY

#### Incident Management and Emergency Response

We understand that smooth operations require well laid contingency plans and a staff well trained in their execution. We have developed a Fire and Emergency Response Plan attached hereto as **EXHIBIT A**. The Fire and Emergency Response Plan includes contingencies for non- security related emergencies such as medical emergencies, bomb threats, fires, explosions, chemical release, and weather related disasters to ensure an appropriate and orderly response. This will prevent non security related emergencies from becoming aggravated security emergencies as well. Emergency procedures and emergency contact numbers will be provided in writing to all employee members and made available in the Cannabis Business.

We will also develop a comprehensive set of guidelines for dealing with security threats. All staff will be trained in these procedures to ensure they are adequately prepared for emergencies. Preparedness means all staff members will:

# Always On Time Consulting

## Safety and Security Plan

1. Know how to assess emerging situations to determine the type and level of threats they may pose;
2. Know how to respond to different kinds of security threats;
3. Know which types of situations warrant the activation of panic buttons; and
4. Know how to proceed when a security alarm goes off or a panic button has been activated.

If a security breach is found to constitute an actual emergency, authorities will be notified as required. We will then follow the emergency response procedures we will establish in cooperation with local law enforcement authorities for smoothly bringing the situation under their control. Procedures will be revised and updated as necessary and will be reviewed at least once every twelve (12) months. We will invite local law enforcement to offer their input on up to date security threat analysis and contingency planning.

### **Training**

Security and emergency response training is only part of the training that will be required for all employees. Training will also cover:

1. Cannabis laws and regulations,
2. Secure electronic record keeping,
3. Personnel safety, fire safety, and crime prevention.
4. Cash Management

### **Liaising with Community and Local Law Enforcement**

We will provide the City Manager or his/her designee, and all residents, businesses and property owners within 100 feet of the permitted premises with the current name, phone number, secondary phone number and e-mail address of an on-site community relations staff person to whom notice of any operating problems associated with the premises may be reported. This information shall be updated as necessary to keep it current.

We also will reach out to local law enforcement to develop a professional working relationship and a coherent contingency plan for incidents that require a law enforcement involvement at our facility. Local law enforcement officials will be invited to the site, to discuss and evaluate potential security risks, vulnerabilities, and to assist in the development or enhancement of our current security program.

We will notify State and local law enforcement within 24 hours of discovery of any of the following situations:

# Always On Time Consulting

## Safety and Security Plan

1. We discover a significant discrepancy as defined Title 16, Division 42, Section 5034 in our inventory.
2. We become aware of or have reason to suspect diversion, theft, loss, or any other criminal activity pertaining to our operations.
3. We become aware of or have reason to suspect diversion, theft, loss, or any other criminal activity by an agent or employee pertaining to our operations.
4. We become aware of or have reason to suspect the loss or unauthorized alteration of records related to cannabis goods, customers, or our employees or agents.
5. We become aware of or have reason to suspect any other breach of security.

We will notify the Bureau of Cannabis Control, in writing, and include the date and time of occurrence of the theft, loss, or criminal activity, the name of the local law enforcement agency that was notified, and a description of the incident including, where applicable, the item(s) that were taken or lost. Please see Diversions Prevention Plan at **EXHIBIT B**.

### **Incident Log**

The Cannabis Business will maintain an incident log for a period of not less than seven (7) years with reports of incidents that triggered an event.

### **Suspicious Activity and Loitering**

Staff will be trained to identify and respond appropriately to all levels of suspicious activity. Loitering will not be tolerated. The Cannabis Business will prohibit:

1. Loitering by individuals either on the premises or within one hundred feet of the Cannabis Business;
2. On-site consumption of cannabis or alcohol; and
3. Loud car stereos or activities disruptive to the neighboring businesses or residences outside the Cannabis Business, whether the disruption is occurring immediately outside the Cannabis Business or anywhere else on the property or parcel.

The Cannabis Business will report any loitering within one hundred feet of the premises.

### **Closing Procedures**

After the cessation of business each day our closing procedures require that the security alarms be set. At the close of each business day, our personnel will insure that:

1. All exterior doors and interior rooms are locked,
2. All cannabis and cannabis products are secured in the safe and/or locked storage room; and

# Always On Time Consulting

## Safety and Security Plan

3. That the security alarms are set.

### **Background Checks**

All employees working in the Cannabis Business will be subject to background/Live Scan checks.

All employees will furnish the Hayward Police Department a state or federal registered Identification Card, upon request.

### **Preventing On-Site Consumption**

We will not permit the consumption of cannabis at the Cannabis Business in any form.

## **FACILITY SECURITY**

The security at the Cannabis Business is designed to reduce the likelihood of security breaches and to trigger an immediate response in the event of a breach. In addition, it is designed to control access to the Cannabis Business. Security measures will also be designed to ensure emergency access is provided to the Hayward Police Department and Hayward Fire Department for all areas on the premises in the case of an emergency.

The facility security for the Cannabis Business will include:

### **Security Guard/Personnel**

The Cannabis Business will utilize adequate security personnel and patrols to ensure the safety of persons and to protect the facility from theft at all times. All security personnel utilized by the Cannabis Business will be licensed and possess a valid Department of Consumer Affairs “Security Guard Card” at all times.

A minimum of one (1) Security Personnel/Security Guard will be present and on duty at the Cannabis Business during its hours of operation.

The Security Personnel/Security Guard will provide security inside the Cannabis Business, along the outside perimeter of the Premises, at parking sites immediately adjacent to the Cannabis Business and used by members of the Cannabis Business, and at sidewalks adjacent to the Cannabis Business.

Security Personnel and Security Guards will be provided by a licensed security company. The security company will ensure compliance with all applicable requirements.

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## Safety and Security Plan

### **Camera and Recording System**

Security surveillance IP video cameras will be installed and maintained in good working order to provide coverage on a twenty-four (24) hour real-time basis of all internal and exterior areas where cannabis is weighed, packaged, stored, transferred, and distributed.

The cameras will allow for remote access to be provided to the Hayward Police Department.

The security surveillance cameras will be oriented in a manner that provides clear and certain identification of all individuals within those areas. IP cameras will remain active at all times and shall be capable of operating under any lighting condition.

Security video will use standard industry format to support criminal investigations and will be maintained for ninety (90) days.

The Cannabis Business will use a professional security company for installation and monitoring of security camera system. The security cameras will be located as set forth on the Site Plan.

To prevent tampering, the security footage will be kept in a secure, locked and tamper-proof location and all recordings will be date and time stamped. The security system hard drive will be secured in a locked IT Closet located within the as set forth on the Site Plan.

### **Centrally Monitored Fire and Burglar Alarm System**

A professionally monitored security alarm system will be installed and maintained in good working condition.

The alarm system will include sensors to detect entry and exit from all secure areas and all windows.

We will keep the name and contact information of the alarm system installation and monitoring company as part of our onsite books and records.

We will identify a local contact who will be responsible for addressing security and safety issues and shall provide and keep current that contact information to the Hayward Police Department as part of the permitting process.

This alarm system (fire and burglar) will be monitored by a professional alarm company at all times.

This alarm system will be routinely inspected to ensure that they are functioning properly.

# Always On Time Consulting

## Safety and Security Plan

### Storage of Cannabis

After-hours, all cannabis products will be stored in a secured and locked cage in a manner as to prevent diversion, theft, and loss. The cage will be located within a locked room as set forth on the Site Plan. No outdoor storage of cannabis or cannabis products will be permitted at any time.

### Exterior Lighting and Public Exposure

Statistics show that crimes are less likely to occur in well-lit areas, because a well-lighted property is an excellent deterrent against criminals. Security lighting is one of the most practical and effective ways to prevent crime in or around commercial facilities.

The main objectives of our security lighting system are to illuminate dark areas and detect and recognize movement in the protected area. The best vision with outdoor lighting is obtained from downward directed and shielded security lighting that is constantly on, supplemented with instant on lighting triggered by motion detectors.

Exterior landscaping within ten (10) feet of a Cannabis Business will be free of locations which could reasonably be considered places where a person could conceal themselves considering natural or artificial illumination.

Exterior building lighting and parking area lighting will be of sufficient foot candles and color rendition, so as to allow the ready identification of any individual committing a crime on site at a distance of no less than forty feet.

The Cannabis Business will add external security lighting as appropriate.

Cannabis or cannabis products or graphics depicting cannabis or cannabis products within the Cannabis Business will not be visible with the naked eye from the perspective of a pedestrian immediately exterior to the property line of the Cannabis Business.

The Exterior Lighting is placed as set forth on the Site Plan.

### Ingress and Egress, and Access

We will secure the perimeter of the Cannabis Business to prevent unauthorized intrusion. All points of ingress and egress will be secured with Building Code compliant commercial-grade, non-residential door locks and/or window locks.

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## Safety and Security Plan

### **Windows**

Windows and glass panes will have vandal resistant glazing, shatter resistant film, glass block, or bars installed equipped with latches that may be released quickly from the inside to allow exit in the event of emergency. Windows vulnerable to intrusion by a vehicle will be protected by bollards or landscaping grade separation reasonably sufficient to prevent such intrusion.

### **Roofs, Roof Hatches, Sky Lights, and Ceilings**

Roof hatches and skylights will be secured so as to prevent intrusion. All means of gaining unauthorized access to the roof will be eliminated. Exterior roof ladders will be secured with locked ladder covers.

### **Entrances, Exits, and Doors**

All doors will be commercial grade and will require a special code for access. Any outward opening doors will be fitted with hinge stud kits, welded hinges or set screw hinge pins.

Double doors will be fitted with three point locking hardware and push bars consistent with fire agency regulations or requirements.

All emergency exits will be solid core doors featuring hinge pin removable deterrence. Emergency exit doors will have latch guards at least 12 inches in length protecting the locking bolt area. Latch guards will be of minimum 0.125 inch thick steel, affixed to the exterior of the door with non-removable bolts, and attached so as to cover the gap between the door and the doorjamb for a minimum of six inches both above and below the area of the latch. All glass doors or doors with glass panes will have shatter resistant film affixed to prevent glass breakage.

### **Identification and Access Badges**

Movement within the Cannabis Business will be tightly controlled and regulated. Managers and employees of the Cannabis Business will wear identification badges with photo identification on breakaway style lanyards, at chest height. The identification badges will be the means to access areas of the Cannabis Business not designed for public access.

Persons other than management, employees, volunteers, vendors, and contractors may, from time to time, have legitimate reasons to visit our facility; such persons may include: law enforcement, political officials, government administrators, medical, health, and social service professionals, and the media.

# Always On Time Consulting

## Safety and Security Plan

Besides the Cannabis Business's management, employees, volunteers, vendors, and contractors, no one, other than law enforcement or County agents, may enter the restricted areas of the Cannabis Business unless management has approved their visit.

### **No Weapons**

No person will be allowed to be in possession of any firearm while in the Cannabis Business, without having first obtained a license from the appropriate state or local agency authorizing the person to be in possession of such firearms.

### **Public Exposure and Access**

Product will be securely delivered to the facility or leave the facility to through. The facility will not be open to the public. This will ensure the safety and security of our employees, the visitors, and the cannabis product.

No unauthorized public access to the Cannabis Business shall be permitted.

### **Deliveries of Cannabis Product To/From the Licensed Premises**

Product will be securely delivered to the facility. The facility will not be open to the public. This will ensure the safety and security of our employees, the visitors, and the cannabis product.

## **SECURITY PERSONNEL**

Security personnel will perform security functions and keep records of having performed routine regular inspections of all security systems, barriers, gates, doors, and locks, immediately reporting any malfunctioning or compromised security feature to management. Any incidents qualifying as irregular or suspicious will be handled immediately.

The Cannabis Business will employ Security Personnel subject to the following requirements:

### **Registered Status**

All Security Personnel will register and maintain valid registration status with the state of California's Department of Consumer Affairs. At no time will be any Security Personnel register with the State at any level that is less than that of a proprietary private security officer.

Proof of application and registration for all Security Personnel will be maintained by the Security Services provider hired by the Cannabis Business and will consist of copies of all relevant documentation including: application forms, receipts for application fees and live scan fees, and actual proof of registration.



# Always On Time Consulting

## Safety and Security Plan

### Identification

While on duty, all Security Personnel will have a nameplate containing the Security Personnel's full name and the word "SECURITY" printed in bold, capital letters. The nameplate will be exhibited prominently on the clothing, at chest level, and will be visible and easily read at all times.

The nameplate will be a minimum of two inches (2") high and four inches (4") wide, with the required information printed in capital letters, at least three fourths inches (3/4") high and in a contrasting color.

As an alternative to a nameplate, the Security Personnel's name and the word "SECURITY" may be embroidered on the Security Personnel's outermost garment with the required information meeting the above specifications and located at chest level.

### PROPERTY MAINTENANCE

The Cannabis Business will take all reasonable steps to discourage and correct conditions that constitute a public or private nuisance in parking areas, sidewalks, alleys and areas surrounding a permitted facility and keep the premises and location in a clean and safe condition by, at a minimum, performing all of the following tasks:

1. Properly remove and store, in a secure manner, all trash, litter, rubbish and debris on the premises and location at the end of each business day;
2. Properly dispose of all trash, litter, rubbish and debris from the premises and location;
3. Removing graffiti from the property and parking lots under the control of the Cannabis Business within 72 hours of discovery.
4. Keeping driveways, sidewalks, park strips, fire access roads and streets on or adjacent to the premises and location clear and clean;
5. Providing lighting on the premises and location to ensure the safety of the public and the employees of the Cannabis Business; and
6. Otherwise operate in a manner that does not create or result in any significant adverse impacts upon its premises and location or within one hundred (100) feet of the premises and location.
7. Properly dispose of all cannabis waste generated from the premises and location including cannabis plants, flowers, trim, leaves, stems, seeds, any cannabis concentrate, and any product containing cannabis intended to be destroyed. We will keep a detailed record of the amount of cannabis waste rendered unusable along with the final destination of all cannabis waste. Prior to leaving the facility's premises or location, all cannabis waste will be rendered unusable and unrecognizable through mixing the waste with a non-consumable medium, including but not limited to one or more of those listed below, so that the resulting mixture is at least 50 percent non- cannabis waste. The resulting mixture may then be composted onsite, placed in the facility's wet bin for

# Always On Time Consulting

## Safety and Security Plan

pickup or transferred to a waste disposal facility approved by the Chief of Police. The following inert mediums may be used in the mixture:

- Paper waste;
- Plastic waste;
- Cardboard waste;
- Food waste;
- Grease or other compostable oil waste;
- Bokashi or other compost activators;
- Soil;
- Other medium that will render cannabis waste unusable and unrecognizable.

Said waste will be stored and secured in a manner that prevents diversion, theft, loss, hazards and nuisance.

### Performance Standards

The Cannabis Business will not conduct operation in a manner that creates or results in a public nuisance on the premises and location or within one hundred (100) feet of the premises and location, including but not limited to:

- Disturbance of the peace;
- Illegal drug activity;
- Public drunkenness;
- Drinking in public;
- Gambling;
- Prostitution;
- Sale of stolen goods;
- Public urination;
- Theft;
- Assault;
- Battery; or
- Acts of vandalism.

Compliance training will cover all municipal and state laws and requirements relating to cannabis. Obligations of licensed Cannabis Businesses will be emphasized. Other topics may include the rules and regulations of the Cannabis Business, sexual harassment training, effective interaction with law enforcement personnel, and the rights and responsibilities of cannabis users. The training will include at least one two-hour session with a licensed, subject-matter expert attorney who is a practicing member of the California State Bar.